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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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April 21, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:
APPROVAL OF MODIFICATION TO PROJECT SCOPE FOR BALDWIN
PARK ANIMAL SHELTER SPAY/NEUTER CLINIC PROJECT
CAPITAL PROJECT NO . 77539
(FIRST DISTRICT) (3 VOTES)**

SUBJECT:

Approval of recommended action will modify the existing project scope for Baldwin Park Animal Shelter Spay/Neuter Clinic project.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed actions are categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record for the project.
2. Approve the modification to project scope by authorizing the Department of Animal Care and Control to purchase a modular building to serve as temporary spay/neuter clinic instead of the previously approved purchase of a mobile spay/neuter clinic. The acquisition and installation of the modular building will be handled through the Internal Services Department (ISD). The proposed modification will not have an impact on the original Board-approved project budget.

Board of Supervisors
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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of recommended action will modify the existing project scope for Baldwin Park Animal Shelter project by approving the purchase of a modular building instead of the purchase of a mobile clinic, to serve as a temporary spay/neuter clinic during the construction of the permanent clinic.

On August 19, 2008, your Board approved the Baldwin Park Animal Shelter Spay/Neuter Clinic project, C.P. 77539. As approved, the project scope included removal and replacement of the spay/neuter clinic to meet current code requirements and to provide improved and more efficient animal care services.

Additionally, your Board authorized the Department of Animal Care and Control (Department) to purchase a mobile spay/neuter clinic to provide temporary spay/neuter services at the Baldwin Park Animal Shelter during the construction and the County to contract with the local water purveyor to install a new 8-inch diameter water main along North Elton Street from Ramona Avenue to the frontage of the animal shelter site to provide a new public fire hydrant for the facility as required by the Fire Department.

Subsequent to this approval, several circumstances have occurred that necessitated reconsideration of purchasing a mobile unit and opting instead for procurement of a permanent modular unit. Given the County's budgetary constraints, the Department's ability to adequately operate the mobile unit in the unincorporated communities of the County subsequent to completion is uncertain. The Department estimated approximately \$460,000 of ongoing funding would be required annually to provide free spay and neuter surgeries for unincorporated residents. In addition, the Department has been approached on several occasions to accept the donation of a mobile clinic to be operated in the unincorporated areas of the County. If ongoing funding to operate a mobile clinic is made available at some point in the future, the Department would pursue one of these mobile clinic donation offers.

The purchase and installation of a permanent modular building would also directly benefit the operations of the Baldwin Park shelter. There is a critical need to relocate several functions from the current location, including medical staff, canvassing staff, and medical and clinic file storage. In addition, sufficient space would remain to provide additional areas for special need animals and other shelter staff functions. No additional ongoing funding would be required for the Department to implement these changes.

The proposed modular building will be purchased by ISD through the use of the County's master agreement list, with the installation accomplished through in-house

construction crafts personnel. For contingency purposes, we are reserving the option to utilize ISD's competitively bid Job Order Contracts (JOC) program previously approved by your Board.

Implementation of Strategic Plan Goals

This project will support the Countywide Strategic Plan Goal of Operational Effectiveness (Goal 1) and Community and Municipal Services (Goal 3) by investing in public infrastructure that will improve animal care and control services.

FISCAL IMPACT/FINANCING

As approved by your Board on August 19, 2008, the total project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services is \$1,930,000. This includes \$1,500,000 for the design and construction of the permanent spay/neuter clinic, \$200,000 for the installation of the new water main and \$230,000 for the procurement of the mobile spay/neuter clinic.

The recommended actions will allocate the \$230,000 previously approved for the mobile unit to purchase and install the proposed modular building for use as a temporary spay/neuter clinic at Baldwin Park Animal Shelter. The total ISD cost estimate including acquisition, installation of the modular building, and County services is \$220,475 and is estimated to be completed in July 2009.

Operating Budget Impact

Based on the project description, the Department does not anticipate any new ongoing costs resulting from the recommended actions. The Department will furnish the new modular unit with existing equipment from the current spay/neuter clinic.

The Department ultimately plans to remove two older trailers from the Baldwin Park Animal Shelter, which currently house canvassing staff, the Registered Veterinary Technician office, various supplies, and medical and shelter file storage. These functions will be relocated to the new modular building subsequent to the opening of the new permanent spay/neuter clinic. The removal of these two older trailers is targeted for FY 2010-11 and will be funded through the Department's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed modular building will be purchased by ISD through the use of the County's master agreement list, with the installation accomplished through in-house construction crafts personnel and/or ISD's competitively bid JOC program previously approved by your Board.

A standard contract, in the form previously approved by County Counsel, will be used and will include terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

ENVIRONMENTAL DOCUMENTATION

The proposed spay/neuter clinic project is categorically exempt under the California Environmental Quality Act (CEQA) guidelines in accordance with Article 19, Sections 15301 (l), 15302, and 15303(d), and the revised County of Los Angeles Environmental Procedures and Guidelines, Classes 1(h), 2(a), 3(a), and 3(c) adopted by your Board on November 17, 1987, because the work will involve the demolition and removal of an individual small structure, the replacement or reconstruction of existing animal care facility with a new facility of substantially the same size, purpose, and capacity, as well as the installation of a water main to serve the project.

CONTRACTING PROCESS

The acquisition of the proposed modular building is within the statutory authority of the County Purchasing Agent, and will be accomplished in accordance with the County's Purchasing Policies and Procedures.

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Installation of the proposed modular building will be accomplished through a combination of in-house craft personnel and/or through ISD's JOC program approved by your Board.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects. The animal shelter facility at Baldwin Park will remain operational during reconstruction of the spay/neuter clinics. The spay and neutering services will be provided by a temporary modular clinic to be located within the existing animal shelter premises during construction.

CONCLUSION

Please return adopted copies of this letter to the Chief Executive Office (Capital Projects Division and Community and Municipal Services Cluster), Animal Care and Control, and Public Works (Project Management Division I).

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:GF:DL
JSE:DJT:CH:zu

c: County Counsel
Department of Animal Care and Control
Department of Public Works
Internal Services Department